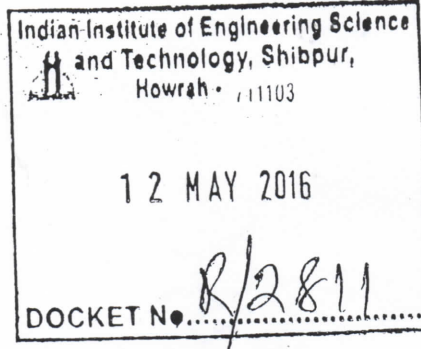




जयदीप शील, कुलसचिव
Joydeep Sil, Registrar



Letter No.: IISER-K/Reg/158
Date: 9/5/2016

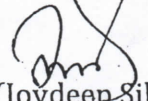
To,
The Registrar
Indian Institute of Engineering Science and Technology, Shibpur
P.O. Botanic Garden,
Howrah-711 103,
West Bengal

Sub.: Medical Scheme of IISER Kolkata
Ref.: Your letter No. RMS/5069/16 dated 28/04/2016

Dear Sir,
Reference above, we are returning herewith the Medical Scheme of IISER Kolkata duly authenticated by our Medical Officer and countersigned by the undersigned for your record.

With best regards,

Yours sincerely,

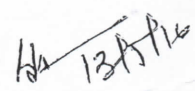

(Joydeep Sil)
Registrar,
IISER Kolkata

Copy forwarded for information and necessary action to:

1. Director
2. Prof. Goutam Bandyopadhyay, Chairman, Committee for Contributory Medical Scheme
3. All Deans/All HODs/All Director of Schools/Heads of Centres
4. All Officers



Encl: Medical Scheme of IISER, Kolkata (Enclosure total 13 pages)


(Dr. Biman Bandyopadhyay)
Registrar, IEST, Shibpur
Dr. Biman Bandyopadhyay
Registrar

Indian Institute of Engineering Science & Technology, Shibpur
Howrah - 711 103, West Bengal, India



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
 AN INSTITUTE OF NATIONAL IMPORTANCE
 (FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No. *RMS/5069/16*

Date: *28/4/16*

To
 Mr. Joydeep Sil
 Registrar
 IISER, Kolkata
 Haringhata Farm, Mohanpur
 Kalyani, Nadia-741252

Dear Mr. Sil

You will be pleased to know that the BOG of our Institute in its 2nd meeting held on 16.07.2015, has decided to extend the Medical Facility Scheme of IISER, Kolkata for the employees of the Institute.

In the mean time, you may have received an e-mail from Prof. Gautam Bandyopadhyay, Chairman, Contributory Medical Scheme (CMS) of the Institute regarding visit of a team of our Institute-representatives to your esteemed Institute at Kalyani, to observe the procedure for implementation of the scheme and to discuss with the concerned doctors and officers.

Since we are following your 'scheme' in toto, an authentic document regarding the rules of the Scheme is essential to serve our purpose. For our convenience, I am enclosing herewith a copy of such document duly downloaded from your official website, for your official endorsement. This document from your office will help us a lot during implementation of the scheme.

Looking forward for your cordial cooperation,

With warm regards and best wishes,

Yours sincerely,

H *28/4/16*

(Dr. Biman Bandyopadhyay)
 Registrar

Encl: As stated above

Medical officer

23/5/16

Verified & Original
09/05/16
Registrar

Countersigned,
Joydeep Sil
 Registrar
 IISER, Kolkata



Medical Attendance Guidelines IISER Kolkata

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Medical Attendance Guidelines

- **Medical Booklets and family declaration:** To avail the Medical and Health facilities with the Institute Authorized Medical Attendants (AMAs), Hospitals, Consultants, Pathology and Diagnostic Centers, please get your booklet issued from the Medical Unit after completing the necessary formalities such as giving the family declaration for the dependent family members etc.
- **OPD Consultations:** In case of OPD the Institute medical officers/empanelled physicians may be visited directly for necessary examinations/ consultancy. For all other consultations, referral has to be obtained from Medical Unit of IISER Kolkata (To be implemented when fully residential campus is operational. Till such time any doctor may be consulted and fees paid will be reimbursed at Institute approved rates or 50% of the actual.). In life-threatening emergencies, any doctor/hospital can be consulted and a telephonic intimation may be made to the Institute medical officer(s) within 24 hours.
- **Ambulance/Transport facility for Hospitals/OPD consultations** : Ambulance/transport facility (free of cost) will be provided in campus on all the days at all hours. For hospitals located at Kolkata, ambulance will be provided only for non-ambulatory patients. For other cases, viz., OPD referral, transport may be provided to the nearest Railway station
- **Purchase of Medicines:** After visiting any physician, the medicines prescribed by the doctor can be either purchased from any authorized pharmacist from market or can be collected from empanelled Pharmacy on cashless basis after getting the prescription endorsed by Institute Medical Officer within three days.
- **Hospitalization referrals for IPD:** In case of hospitalization requirements based on the OPD consultations necessary referral should be obtained from Institute Medical Officer (AMA) to the empanelled hospitals.

Signature

- The medical booklet must be produced before the Institute Medical Officer (AMA) for the purpose of prescription or referral to any empanelled Hospitals. The medical booklet should be carried alongwith for making necessary entries by the empanelled hospitals/physicians/pathological centres etc. which is mandatory. The accounts sections shall reimburse the charges on production of medical claim along with proper entries, prescriptions and original bills duly verified by the employee and submitted through the Medical Officer/AMA appointed by the Institute.
- **Medical Claims:** All the OPD charges, consultation, pathological tests, cost of medicines are to be paid by the employees and bills should be submitted through the Institute's Medical Officer (AMA) duly filling the prescribed claim **Form** for reimbursement by the Accounts Section. The medicines can be purchased for a period of 15 days at a time and 30 days for chronic diseases.
- **Reimbursement Procedure:** If Institute's Medical Officer (AMA) advises you to consult a specialist at the empanelled Hospital for opinion, consultation should be made within three days and advice of tests etc. of the specialist be done at the same Hospital on a cashless basis.
- The bill should be submitted within 3 months after the completion of treatment.
- If the patient is admitted to any hospital other than empanelled hospitals, then necessary reimbursement **Form** should be filled which is available with the Medical Unit/Institute Web site (Intranet). The requisite details should be filled up and along with bills and prescription; the same should also be submitted to the Medical Unit on any working day. The bill should be submitted within 3 months from the date of discharge.
- **Eligibility Criteria and Rates:** All the eligibility criteria for various treatments and medical attendance rules and treatment norms will

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be at par with the CS (MA) rules of Government of India. The maximum rates applicable are as per CGHS rules or as per the package rates approved by the Institute from time to time.

- All the OPD and hospitalization reimbursements are as per CGHS rates applicable or the package rates approved by the Institute from time to time for the employees of IISER Kolkata.
- The rates for empanelled pathological centers other than those attached to the empanelled hospitals are as per the approved discounted package rates.
- Rates for reimbursement at IISER Kolkata shall be as per IISER Kolkata approved/CGHS Rates. If IISER Kolkata/CGHS approved rates are not available then the 50% of actual, will be reimbursed.
- **Consultations Fees:** The OPD consultation fee for empanelled /non empanelled doctors will be reimbursed as follows :-
 - (a) General Physician & Diploma Holder - Rs. 150.00
 - (b) Specialist (Degree Holder) - Rs. 300.00
 - (c) Super Specialist - Rs. 500.00
 - (d) Ayurvedic - Rs. 100.00
 - (e) Homeopathic - Rs. 50.00
- IISER Kolkata shall recognize the specialists from time to time for consultation on payment of requisite fee as prescribed by the Institute or appoint them on contractual basis for free consultation at the clinic or at a place earmarked by the Institute on its premises.
- Entitlement of accommodation for various categories of employees will be as follows:

S.No	Pay Drawn(In Pay Band)/ Pension/ Family Pension	Ward Entitlement	Tariff Per Day Rs.
1	Up to Rs. 13,950/-	General	1000/-
2	Between Rs. 13,951 & 19,530/-	Semi-Private	2000/-

3	Rs. 19,540/- and above	Private Ward	3000/-
4	Same for all categories	Day care (6 to 8 hrs)	500/-

- **Rates of contribution towards the scheme :** Rates of contribution towards the scheme for the employees would be as per their Grade Pay and as mentioned below :-

S.No	Grade Pay Drawn By The Employee	Contribution (Rs. Per Month)
01.	Up to Rs. 1,650 Per Month	50.00
02.	Rs.1,800.00, Rs. 1,900, Rs. 2,000, Rs.2,400 And Rs. 2,800.00 Per Month	125.00
03.	Rs. 4,200.00 Per Month	225.00
04.	Rs.4,600.00, Rs. 4,800.00 Rs. 5,400.00 And Rs. 6,600 Per Month	325.00
05.	Rs. 7,600 and above Per Month	500.00

[A] Doctor's Fee:-

During hospitalization, Doctors visit will be reimbursed as per Institute approved rate as mentioned below. Doctor's visit limited to two visits per day for all categories. All other charges will be reimbursed as per the IISER Kolkata's approved rates.

- (i) For Specialist doctors - Rs. 400.00
(ii) For Super Specialist - Rs. 600.00
(iii) For RMO's - Rs. 150.00

- [B]** Room rent is applicable only for treatment procedures for which there is no CGHS prescribed package rate. Room rent will include charges for occupation of bed, diet for the

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patient, charges for water and electricity supply, linen charges, nursing charges and routine up keeping.

- [C] During the treatment in ICCU/ICU, separate room rent will be admissible.
- [D] Private ward is defined as a hospital room where single patient is accommodated and which has an attached toilet (lavatory and bath). The room should have furnishings like wardrobe, dressing table, bed-side table, sofa set, etc. as well as bed for attendant. The room has to be air-conditioned.
- [E] Semi-Private ward is defined as a hospital room where two to three patients are accommodated and which has attached toilet facilities and necessary furnishings.
- [F] General ward is defined as halls that accommodate four to ten patients.
- [G] Normally the treatment in higher category of accommodation than the entitled category is not permissible. However, in case of an emergency when the entitled category accommodation is not available, admission in the immediate higher category may be allowed till the entitled category accommodation becomes available. However, if a particular hospital does not have the ward as per entitlement of beneficiary, then the hospital can only bill as per entitlement of the beneficiary even though the treatment was given in higher type of ward. If, on the request of the beneficiary, treatment is provided in a higher category of ward, then the expenditure over and above entitlement will have to be borne by the beneficiary.

- Henceforth, all the tests/procedure notified by the CGHS shall be deemed to be approved by the IISER Kolkata. Rates for reimbursement shall be CGHS rates or as approved rates of IISER Kolkata, as the case may be. Any other procedure/Test which is

not approved by the CGHS will be reimbursed at the discretion of the Institute's Medical Officer at the rate of 50% of actual.

- In case of treatment taken in emergency in any non-empanelled private hospitals, reimbursement shall be considered by competent authority at CGHS prescribed Package/Institute approved rates only.
- **Emergency Cases:** In case of emergency the empanelled hospitals can be visited round the clock and intimation be sent to the AMA / Medical Unit in order to get the treatment regularized, within 24 Hours. *Ambulance services for empanelled hospitals can be availed by taking necessary approval from Institute Medical Officers by all community members such as students, faculty, officers, staff, Institute's Guests or any related personnel.*
- **Empanelled Hospitals:** The list of empanelled hospitals, labs for tests etc., along with the rates for each of service, test, names of specialists along with their address, procedures and their rates are posted on the website [http:// www.iiserkol.ac.in](http://www.iiserkol.ac.in)- facilities.

- **Miscellaneous Provisions.**

- (a) Reimbursement of bills for special medical aids such as hearing aid, CPAP/BIPAP (Continuous Positive Airway Pressure/Bi-level Positive Airway Pressure) machines, orthopaedic and other appliances advised by specialist doctors must be approved by the Registrar/Director. Admissibility of the claim will be restricted to CGHS/AIIMS/50% of actual cost.
- (b) Regular health check up for the beneficiaries will be conducted by the Institute.
- (c) For special cases, Registrar/Director will have the discretion to relax any of the above rules on a case to case basis.

Sample

- **Disclaimers:** Any legal liability arising out of such services shall be sole responsibility and shall be dealt with by the concerned empanelled hospital/diagnostic centre. Services will be provided by the Hospitals/Diagnostic centers as per the terms of Agreement.
- In case of any clarification, Medical Unit may be contacted at Ph. No. : 03364510543.

Verified = Original

[Handwritten Signature]

Dr. Sonam Gupta
M.B.B.S. (Cal)
Medical Officer
ICMR - Kolkata
(Govt. of India)

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INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

CONTRIBUTORY MEDICAL SCHEME

Health is the greatest gift... To keep the body in good health is a duty...otherwise we shall not be able to keep our mind strong and clear.

-- Gautam Buddha

1. Beneficiaries and Eligibility Criteria

The regular employees and the retired employees and their dependent family members are the beneficiaries of the scheme.

2. Definitions

2.1 "Family" means spouse and dependents as defined in the Central Government Health Scheme (CGHS) rule.

2.2 "Treatment" means the use of all medical and surgical facilities available to the beneficiaries on OPD and IPD basis.

2.3 "Pay" for the purpose of entitlement would be defined as per the MoHFW O.M. dated 16.01.2012.

2.4 "Hospital" means any government hospitals/Institute empanelled hospitals.

2.5 "MO or Medical Officer" includes Institute Medical Officer or Institute empanelled doctors.

2.6 "Reimbursement" will be as per eligibility laid down in the rules.

2.7 "Fees" for consultation

2.7.1 For empanelled doctors – Reimbursed as per guidelines.

2.7.2 For non-empanelled doctors – Reimbursed at 50% of actual.

Signature

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3. Health record Book

All beneficiaries of the scheme will be issued with a Health Record Book/Card embedded with chip after completing necessary formalities.

4. Recognition of Hospital/Consultants/Diagnostic Centres

The Director of IISER Kolkata shall approve for recognizing the hospitals/doctors/diagnostic centres through an open selection process.

5. Reimbursement of Medicines. Reimbursement of admissible medicines will be as per CGHS rules.

6. Reimbursement of Diagnostic Tests.

6.1 For empanelled centres – Referral is to be obtained from MO and reimbursement will be as per guidelines.

6.2 For non empanelled centres – reimbursement will be as per CGHS/AIIMS rates or 50% of actual.

7. Emergency Cases

7.1 In case of emergency any nearest medical facility can be visited and intimation may be sent to the institute MO later.

7.2 For non recognized hospitals, essentiality certificate has to be furnished along with reimbursement claim.

7.3 Such reimbursement would be restricted to CGHS/AIIMS rates or 50% of actual expenditure.

8. IPD(In Patient Department)/Hospitalisation Through referral

8.1 The Medical Officer after examining the patient can recommend for referral for treatment at the empanelled hospitals.

8.2 Rates for such reimbursements would be as per the guidelines.

8.3 In case hospitalisation is suggested based on OPD consultations by non-empanelled doctors necessary referral should be obtained from Medical Officer.

8.4 For specialized treatment in non-recognised hospitals, claim would be restricted to CGHS/AIIMS rates or 50% of actual expenditure.

9. Homeopathy and Indian System of Medicine

Entitlement would be as per CGHS rules.

Signature

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10. Entitlement of Room Rent

Accommodation Charges for various categories of employees will be as follows :-

S.No.	Pay Drawn In Pay Band	Ward Entitlement	Tariff Per Day Rs.
1	Up to Rs. 13,950/-	General	1000/-
2	Between Rs. 13,951 & 19,530/-	Semi-Private	2000/-
3	Rs. 19,540/- and above	Private Ward	3000/-
4	Same for all categories	Day care (6 to 8 hrs)	500/-

During the treatment in ICCU (Intensive Cardiac Care Unit)/ICU (Intensive Care unit), no separate room rent will be admissible.

11. Miscellaneous Provisions

11.1 Reimbursement of bills for special medical aids such as hearing aid, CPAP/BIPAP (Continuous Positive Airway Pressure/Bi-level Positive Airway Pressure) machines, orthopaedic and other appliances advised by specialist doctors must be approved by the Registrar/Director. Admissibility of the claim will be restricted to CGHS/AIIMS/50% of actual cost.

11.2 Regular health check up for the beneficiaries will be conducted by the Institute.

11.3 For special cases, Registrar/Director will have the discretion to relax any of the above rules on a case to case basis.

12. Contribution

12.1 Rates of contribution for regular employees would be as per existing CGHS norms.

12.2 For retired employees the benefits would be extended on payment of the contribution at the same rate.

12.3 For deceased employees, regular or retired, the benefits would be extended to the dependents on payment of the same contribution.



13. Disclaimers

Any legal liability arising out of such services shall be the sole responsibility of the consultant and Hospitals and shall be dealt by the beneficiary with the concerned empanelled hospital/ diagnostic centre. Services will be provided by the Hospitals/Diagnostic centres as per the standard terms of medical services.

(Dr. Somraj Gupta)

(Dr. Devapriya Chattopadhyay)

(Mr. Prakash Hazarika)

(Shri A.N. Bokshi)
Chairman

Verified: Original

Dr. Somraj Gupta
Medical Officer
Hospitals - Guwahati
(Govt. of India)